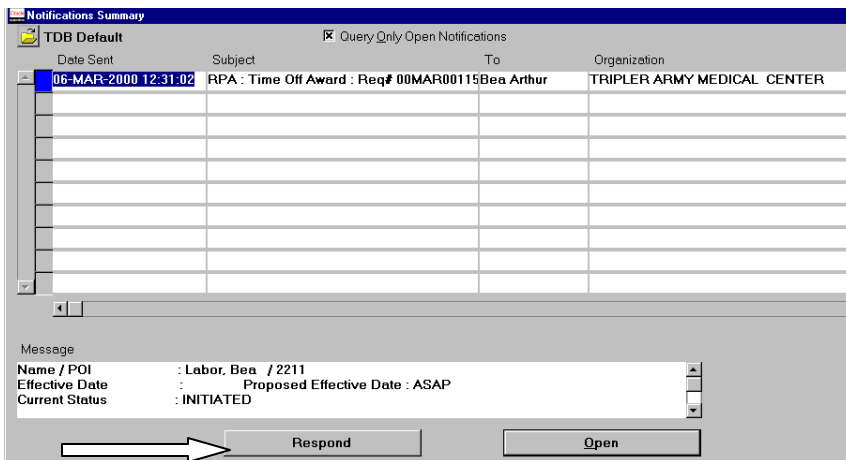


Chapter 2 - Sending the RPA to Resumix

Now that CPDSS is setup, the following steps will be used to send a fill/recruit "Request for Personnel Action (RPA)" from the DCPDS Civilian Inbox to Resumix for creating the requisition.

Locate the RPA in your Civilian Inbox. Highlight the action and click **<Respond>** to access the RPA. Click **<Others>** at the bottom of page 1 of the RPA to create your Resumix requisition.

Civilian Inbox



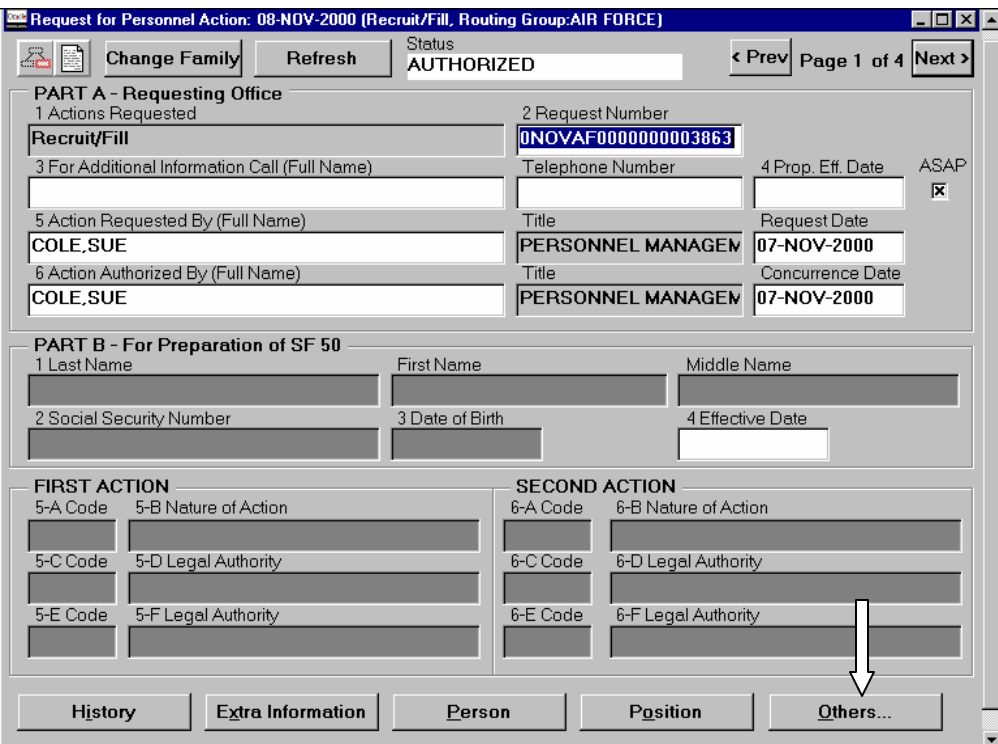
Date Sent	Subject	To	Organization
06-MAR-2000 12:31:02	RPA : Time Off Award : Req# 00MAR00115	Bea Arthur	TRIPLER ARMY MEDICAL CENTER

Message

Name / POI : Labor, Bea / 2211
Effective Date : Proposed Effective Date : ASAP
Current Status : INITIATED

Respond **Open**

RPA



Request for Personnel Action: 08-NOV-2000 (Recruit/Fill, Routing Group: AIR FORCE)

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested
Recruit/Fill
2 Request Number
0NOVAF0000000003863
3 For Additional Information Call (Full Name)
Telephone Number
4 Prop. Eff. Date
ASAP
5 Action Requested By (Full Name)
COLE,SUE
Title
PERSONNEL MANAGEM
Request Date
07-NOV-2000
6 Action Authorized By (Full Name)
COLE,SUE
Title
PERSONNEL MANAGEM
Concurrence Date
07-NOV-2000

PART B - For Preparation of SF 50

1 Last Name
First Name
Middle Name
2 Social Security Number
3 Date of Birth
4 Effective Date

FIRST ACTION

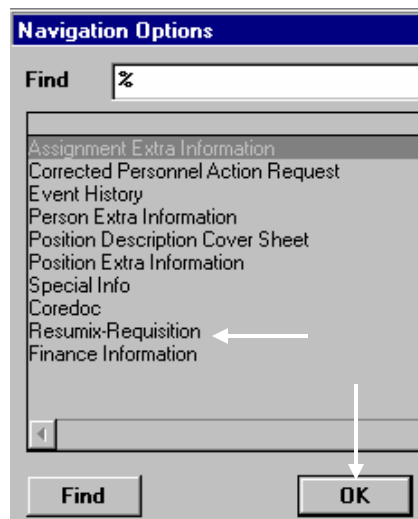
5-A Code
5-B Nature of Action
5-C Code
5-D Legal Authority
5-E Code
5-F Legal Authority

SECOND ACTION

6-A Code
6-B Nature of Action
6-C Code
6-D Legal Authority
6-E Code
6-F Legal Authority

History Extra Information Person Position **Others...**

The **Navigation Options** Window appears. Select **Resumix-Requisition** and click **<OK>**.



The following window will be displayed. Click **<OK>**.

Note: Approximately 29-33 data fields will flow from the RPA to the requisition in Resumix. The number of fields that flow to build your requisition depends on the type of position that is being filled. Examples of the fields that will not flow on every job are Acquisition Career Level, Acquisition Program Type, Language Required Code, and Obligated Employee SSAN. A complete list of these 33 fields can be found on the next page.



Below is the notice you will receive that the data has been sent to Resumix.



Click **<OK>**. You are now ready to find your requisition in Resumix. This import process will take a few minutes to complete.

RESUMIX DATA FIELDS

RESUMIX	Oracle HR location
Field	
Standard	
1. Dept Name	Office Symbol OFFICE_SYMBOL
2. Dept Number	PAS (code) PAS_AUTH
3. Location Description	Personnel Action Request - Block B39 (1 st 30 chars)
4. EEO type (PATCOB)	Occupation Category Code (code) PATCOB
5. Job Class (Work Sched)	Personnel Action Request - Block B32
6. Job Code	Personnel Action Request - Block B17
7. Job Title	Title (1 st 30 chars) POSN_TITLE
8. Req ID	Personnel Action Request - Block A2
9. Date Needed (Date Format)	Personnel Action Request - Block A4. If other than date, then default = ASAP. (This is a date format which will not allow for "ASAP" to be defaulted, we will default the current system date)
10. Description	KSAs on COREDOC. Separate by carriage returns.
Custom	
1. ACQ-Critical Position	Critical Position (code) ACQ_CRIT_POSN_ID
2. ACQ-Career Level	Career Level (clear text) ACQ_CAREER_LVL_REQD
3. ACQ-Program Type	Program Type (code) ACQ_PROG_IND
4. ACQ-Special Assignment	Special Assignment (code) ACQ_SPECIAL_ASSIGN
5. Agency Group/Sub element Code	Agency Group (code) GP_AGCY_FLAG
6. Bargaining Unit Status	Personnel Action Request - Block 37
7. Date Oblig Exp	Expiration Date (code) DT_OBLG_EXPIR
8. FLSA Category	Personnel Action Request - Block 35
9. Grade/Level (Integer)	Personnel Action Request - Block B18
10. Language Required	Language Required (code) LANGUAGE_REQUIREMENT
11. Obligated Employee SSAN	Obligated Employee SSAN SSAN_EMPL_CON_NR_OBL
12. Obligated Type	Obligated Type (code) POSN_OBLIG_TYPE
13. Org Struc ID	Organizational Structure ID ORG_STRUCT_ID_SHRED (Added 7/23/98)
14. Part-Time Hours	Personnel Action Request - Block B33
15. Pay Basis	Personnel Action Request - Block B21
16. Pay Plan	Personnel Action Request - Block B16
17. Personnel Office ID	Personnel Office ID (code)

	PAS_PERS_OFF_ID
18. Position NTE Date (Date Format)	Date To POSN_NTE_DATE
19. Position Occupied ID	Personnel Action Request - Block 34
20. Position Sensitivity	Position Sensitivity (code) POSN_SNSVY
21. Position Status	Status (code) POSN_STATUS_IND_CIV
22. POSN-Career Program ID	Career Program ID (code) CAREER_PROG_POSN_ID
23. POSN-Career Field ID	Career Field ID (code) (Added 8/31/98) AR_PROP_CAREER_FLD_ID
24. POSN-Competitive Area	Competitive Area COMP_AREA
25. POSN-Number	(Position Description No)+(Sequence Number) CPCN + SHRED
26. POSN-Drug Test Req'd	Drug Test (code) DRUG_TEST_RQD
27. Program Element	Program Element PROG_ELEMENT
28. Region	Region (code) REGION_FLAG
29. Servicing Agency	Servicing Agency (code) AGENCY_SUPPORT_FLAG
30. Servicing Office ID	Servicing Office ID (code) CCPO_ID
31. Target Grade/Level (Integer)	Target Grade (code) TARGET_GR_CIV
32. UIC	Authorized Unit (code) UNIT-ID-CD
33. Vacancy Indicator	Vacancy Indicator (clear text) ENCUMBERED FLAG

THIS PAGE INTENTIONALLY LEFT BLANK